

**EXECUTIVE DIRECTOR – JOB DESCRIPTION
GILLS CREEK WATERSHED ASSOCIATION (GCWA)**

NOTE: *The Executive Director is an employee of the University of South Carolina, eligible for UofSC employment benefits. UofSC provides office space for GCWA, and access to other University resources. This job description is an expanded version of the official UofSC job description. It is not intended to replace the UofSC version, but to provide additional details about the position's duties, responsibilities and authority. Apply here: <https://uscjobs.sc.edu/postings/129271>*

POSITION LOCATION: Columbia, SC.

SCHEDULE: Full-time, 37.5 hours per week.

DESCRIPTION OF POSITION:

Gills Creek Watershed Association is a community-based, non-profit organization dedicated to the protection and restoration of Gills Creek in Columbia, SC. GCWA was incorporated 1999. GCWA conducts programs in education, advocacy, and stream and floodplain restoration. GCWA works with a wide range of partners in business, other community organizations and government. Recent projects include a significant streambank and channel enhancement, facilitating the purchase of properties in the floodplain and developing a plan for public access, litter cleanups, and hosting "Wine For Water," an annual fundraising event that has a strong community profile.

The Executive Director is the sole full-time employee of GCWA. This position has a wide range of responsibilities, with opportunities for creativity in project development, partnership development, education and public engagement.

ESSENTIAL FUNCTIONS:

- Coordinate and lead implementation of the GCWA Strategic Plan, working with board members and multiple partners. The Strategic Plan is based on the Gills Creek Watershed Management Plan, completed by GCWA under a grant from Richland County Conservation Commission.
 - Work with GCWA Board, organize and attend board & committee meetings, provide regular updates to the Board.
 - Build relationships with key community partners, including public agencies, businesses, community organizations; represent GCWA at stakeholder and partner meetings.
 - Manage ongoing GCWA projects.
 - Act as primary contact on grants to GCWA and take lead responsibility for all reporting.
- Build awareness and support for GCWA by actively participating in the watershed management community, taking a leadership role in fundraising, and facilitating outreach with local communities, media, and public officials.
 - Cultivate and solicit potential donors, working with Stewardship Committee
 - Seek out and apply for grants from private foundations and public agencies.
 - Supervise a membership & education coordinator (contract worker); oversee membership development, renewals and stewardship.
 - Work with board members and other volunteers to coordinate, organize and implement educational and engagement events, and fundraising events.
 - Oversee social media outreach and updates/improvements to GCWA's website, working with membership & education coordinator.
- Complete essential tasks associated with non-profit management in coordination with board members: tax returns, annual audit, Sec. of State registration, annual budgets, financial reports, etc.

SUPERVISORY RESPONSIBILITIES: Supervise a membership & education coordinator (contract worker); interns, contractors, and consultants.

QUALIFICATIONS, REQUIRED SKILLS AND KNOWLEDGE:

- Bachelor's degree in discipline related to environmental protection/policy, aquatic science, or watershed studies. Master's degree preferred.
- Ability to work cooperatively with others and to work independently with minimal supervision.
- Working knowledge of environmental laws and regulations related to water quality and watershed management.
- Experience with non-profit work or management preferred.
- Demonstrated ability to work successfully with a wide range of people to achieve shared goals.
- Written and verbal communication skills to prepare funding proposals, reports, outreach materials, and deliver presentations that show sensitivity towards audiences' knowledge and interests.
- Ability to prepare budgets and financial reports.
- Ability to work easily with Excel, Word and PowerPoint. Desirable to have ability to create and post on social media, GCWA's website, and electronic communications (e-newsletters, etc.).
- Must have valid driver's license and transportation for attending meetings and events.

MENTAL & PHYSICAL DEMANDS:

- Detail-oriented; ability to prioritize, organize and advance multiple tasks.
- Ability to work normal hours as well as occasionally weekends or evenings for events.
- Willingness and ability to respond appropriately to requests from a broad variety of people and organizations.
- Ability to maintain confidentiality as appropriate.
- Must be able to drive, lift at least 20 pounds, and engage in outside activities such as carrying equipment and supplies, field work, wading in water, walking through woods.

SUPERVISION AND GUIDELINES:

- The Executive Director's day-to-day supervisor is the President (chairperson) of the GCWA board. The Executive Director also has a supervisor at UofSC. The Executive Director also interacts and coordinates frequently with other GCWA board members and volunteers.
- The Executive Director must have the appropriate discretion and judgment to represent GCWA in a variety of settings, and when speaking and acting on behalf of GCWA.

MINIMUM STARTING SALARY: \$43,030.

Apply for the Executive Director position at: <https://uscjobs.sc.edu/postings/129271>

To learn more about Gills Creek Watershed Association, visit:

<https://www.gillscreekwatershed.org/welcome.html>